

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY  
LICENSED PRACTICAL NURSE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees

**Location:** Connecticut Valley Hospital - Addiction Services Division – Screening/Admissions  
Middletown, CT

**Job Posting No:** CV- 76803

**Hours:** 1<sup>st</sup> Shift ~ 7:00 a.m. to 3:30 p.m. ~ 72-72-72 ~ Every Other Weekend ~ 35 hours

**Salary Range:** \$44,250 to \$59,154 Annually

**Closing Date:** January 15, 2014

The Licensed Practical Nurse in the Screening Office is responsible for the screening and processing of referrals to the inpatient units of Merritt Hall at CT Valley Hospital. Duties may include but not limited to: gathering clinical information, prescreening data, monitoring availability of beds, data entry of admissions, transfers and discharges, answering phone calls to the Screening Office, working collaboratively with outside agencies to facilitate admissions, advocates for services or resources that meet client needs, participates in admission and discharge planning activities, communicates with nurses and physicians to facilitate admissions, works under the supervision of an R.N. or other mental health professional of a higher grade, may participate in assigned nursing, clinical and/or other rehabilitative interventions to meet client short and long term needs, prepares incident and accident reports, participates in education and training to further skill development, assists doctors and nurses in the general care and treatment of patients; administers medications; documents medications using appropriate forms; performs narcotic counts; reports changes in patients' condition to doctors; transcribes doctors medication orders; applies topical medication; takes and charts Vital Signs; performs nursing treatments; monitors general patient needs including personal hygiene; reports on patient behavior; keeps the unit safe; educates patients concerning medications and their use; may perform emergency first aid; performs related duties as required; participates in regulatory compliance measures.

**General Experience:** License or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

**Working Conditions:** Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: LPN applying to an LPN posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV) ~ FAX: (860) 262-5055  
Connecticut Valley Hospital  
Office of Human Resources ~ ATTN: Recruitment  
P.O. Box 351 ~ Middletown, CT 06457

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-6